



Revised January 21, 2020

Next Scheduled Review: January 21, 2025

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## Rule Summary

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This rule provides guidelines regarding the academic workload for faculty members. Assignments will be implemented only as institutional resources are available, with teaching loads receiving the first priority.

This rule establishes standards for full-time faculty academic workload requirements, in accordance with System Policy 12.03, *Faculty Academic Workload and Reporting Requirements*.

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## Procedures and Responsibilities

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1. Academic workload for all faculty members at East Texas A&M University is defined as a combination of teaching, the performance of research and engagement with professional development activities and service opportunities.
  - 1.1 All elements of teaching, research and service in combination constitute a faculty member's full-time academic workload.
  - 1.2 Normal expected teaching load for tenured/tenure-track faculty member is four courses per semester.
  - 1.3 For purposes of calculating teaching load, one traditional 3 credit-hour lecture course equals 20% (0.20 FTE) of overall workload.
  - 1.4 If there are no research or service expectations, a full workload is defined as 100% teaching or five courses taught per semester.
  - 1.5 Some disciplines do not use traditional lecture course modes. For such instances, the department will develop precise metrics for determining appropriate teaching loads based upon contact-hour instruction.
  - 1.6 A faculty member may receive workload credit for designated administrative assignments. Amount of credit will depend upon the complexity of the assignment.
  - 1.7 Notwithstanding any other provision of this rule, teaching loads must meet minimum standards described in System Policy 12.03.
2. Workload assignments are primarily the responsibility of an academic unit and its department or college head.

- 2.1 Workload assignments must ensure that all necessary classes are covered by appropriately-qualified faculty members; adjustments to individual faculty workloads can occur only after this threshold criteria is met.
- 2.2 Department course rotations will be used to help ensure coverage of classes, with faculty members expected to assist with the development of department course rotations.
3. Faculty members within their programs will develop their own workload plan that establishes program priorities. A department whose members elect not to develop its own plan will adhere to teaching load expectations as denoted by Section 1.
  - 3.1 Department plans will define minimum expectations for teaching, research and service.
  - 3.2 Department plans will establish parameters for adjustments to teaching loads, research productivity and service assignments.
    - 3.2.1 Once the above standards are set, department plans will establish overload criteria by which a faculty member can receive appropriate compensation for overload teaching or service.
4. Annual faculty evaluations will be used by departments and colleges as formal accounting for workload assignments.
  - 4.1 An individual faculty member's workload assignment that incorporates teaching, research and service is determined and documented in consultation with his/her Department Head each year, per processes established by University Procedure 12.99.99.R0.13, *Annual Evaluation of Faculty*.
5. Department Heads and Academic Deans are accountable for compliance with institutional procedures (THECB Faculty Workload Policy Guidelines, 1999).
  - 5.1 Academic Deans will be responsible for approving department workload policies and will oversee academic workload assignments.
  - 5.2 The Provost and Vice President for Academic Affairs is ultimately responsible for academic workload.
  - 5.3 All faculty workload reports will be submitted to the Provost and Vice President for Academic Affairs, who then submits the reports through administrative channels for approval and comment as appropriate prior to submission of the reports to the Chancellor and the Texas Higher Education Coordinating Board.
6. Faculty members possess the right to appeal workload assignments.
  - 6.1 A faculty member should first discuss workload assignments with the Department Head.
  - 6.2 The faculty member may appeal an unresolved workload issue to a Panel of Peers.
    - 6.2.1 The Panel of Peers exists on an ad hoc basis.

- 6.2.2 The Panel of Peers consists of between three and five tenured faculty members from the faculty member's college, preferably from outside the faculty member's department.
- 6.2.3 The Panel of Peers will investigate the faculty member's complaint in a timely manner.
- 6.2.4 The Panel of Peers will make a recommendation to the dean of the faculty member's academic college.
- 6.2.5 The dean of the academic college will render a decision regarding the complaint and this decision will be communicated to the faculty member and department head.
- 6.3 The faculty member may pursue a final appeal with the Provost, in which case all materials collected by the Panel of Peers and by the Academic Dean will be forwarded for review and final dispensation.

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## Related Statutes, Policies, or Requirements

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Texas Education Code [Section 51.402](#) and [Section 51.403](#)

[THECB Reporting and Procedures Manual for Texas Public Universities, Fall 2024](#)

System Policy [12.03 Faculty Academic Workload and Reporting Requirements](#)

University Procedure [15.01.01.R0.04 Time and Effort Certification](#)

Suspends University Procedure *12.03.99.R0.01 Faculty Workload*

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## Revision History

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Approved August 8, 2013

November 7, 2024 (University Name Update)

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## Contact Office

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